

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY KINSHASA
Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 15-36

OPEN TO: All interested parties.

POSITION: **Visa Assistant (IV), FSN-1415-7; FP-7**

OPENING DATE: June 29, 2015

CLOSING DATE: Open until filled

WORK HOURS: 40 hours/week

SALARY: **Ordinarily Resident (OR): FSN-7**
Not-Ordinarily Resident (NOR):
(Position Grade: FP-7) to be confirmed by Washington

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual to fill the position of Visa Assistant in the Consular Section.

BASIC FUNCTION OF POSITION

The incumbent has primary responsibility for drafting correspondences to adoptive parents and agencies, immigrant visa applicants, petitioners, lawyers and handles phone inquiries related to immigration. Also, the incumbent will be the primary backup to our IV Adoptions assistant, so will have full responsibility for that portfolio when the Adoptions assistant is absent.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: University studies required.

Experience: A minimum of two years' experience in the area of visa work, or similar work involving the application of relatively complex regulatory or legal material or a minimum of three years' experience in government, administrative, customer service or para-professional setting is required.

Language proficiency: Level IV proficiency in French and English is required. Level four fluency in another widely used local language (Lingala, Swahili, Kikongo or Tshiluba).

Knowledge: Word, excel, outlook and SharePoint knowledge required.

Skills & Abilities: Internal Communications – Incumbent should be able to communicate internally verbally or by email with colleagues in the Consular Section regarding adoptions, or on other backup duties. Externally incumbent should be able to communicate by phone or email with immigrant visa applicants, adoptive parents, petitioner, lawyers and local authorities; Good numerical skills to prepare accurate reports of adoptions and IV issued.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered: Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to HRKinshasa@state.gov

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: Open until filled

Drafted: WBULU

Cleared: CONS: WBARRY (e-mail)

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